

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The Fire Chief is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Mayor as representative of the appointing authority for the city.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department. Sets management policies, goals, and objectives. Determines how the department should be organized, including the number of operating units and the distribution of these units. Provides for research and planning for all activities of the department. Conducts inspections of all divisions of the department, evaluates their effectiveness, and takes action to correct problem areas. Manages department operations in a manner that will help the city improve ISO ratings.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with boards and agencies whose rules and operations affect the work of the fire department. Negotiates with fire fighter's labor unions. Reviews existing and proposed legislation to determine if changes in department policies and procedures are needed.

Manages all personnel functions of the department. Develops and administers a personnel recruitment and selection program. Keeps promotional eligibility lists and recommends promotions to the appointing authority in accordance with civil service law. Provides for a training program for the department and sees that such program is properly staffed and supplied with training resources. Investigates all complaints against department personnel and determines what action should be taken in reply. Provides for regular employee training for members of the

department. Reviews investigation reports on all accidents involving department equipment or personnel and makes procedural changes to avoid future accidents. Holds meetings with subordinate personnel to receive reports and disseminate information. Supervises and evaluates the work of direct subordinates, and through subordinate supervisors, oversees the work of all department personnel.

Acts as department representative at meetings of civic and governmental groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Gives talks and demonstrations to schools and civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or related areas of emergency services.

Makes decisions concerning what information should be included in all records of the department, and provides for the maintenance of all department records. Replies to correspondence addressed to the fire department or assigns such to the appropriate subordinate for reply. Writes reports required to document department activity. Writes newspaper articles or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the fire service.

Manages a system to provide for the maintenance and repair of all department equipment, vehicles, and property. Provides for the testing of equipment to insure that it meets all applicable standards. Writes specifications for new fire department equipment, prepares these for public bids, and oversees the bidding process. Maintains an inventory of supplies and equipment for the department. Reviews products with sales representatives, and purchases equipment and supplies, keeping such purchases within the established budget.

Directs activities at the scene of a fire or other emergency, performing duties such as size-up and overseeing safety precautions, supervising subordinate employees in rescue, forcible entry, ventilation, protection of exposures, fire extinguishment, pump operations, and salvage. Oversees the handling of emergencies involving hazardous materials. Maintains fire ground communications.

Oversees investigations into the causes, origins, and circumstances of all fires occurring in the jurisdiction. Provides for securing the fire scene to prevent removal or damage of evidence of arson. Works with arson personnel who take charge of investigations. Monitors and evaluates local conditions which may become fire or safety hazards. Drafts additions to or changes in fire prevention codes. Provides for the review of plans and blueprints for new construction to

insure that they meet fire safety standards. Directs the collection of information for pre-fire planning.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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